



General Services Administration
Public Buildings Service
Office of Real Property Utilization and Disposal

GSA Schedule 899-1

Blanket Purchase Agreement

for

National Environmental Support Services

Statement of Work (SOW)

and

Request for Quotes (RFQ)

Solicitation Number GS-00P-13-CY-A-0055

May 1, 2013

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STATEMENT OF WORK

1.0 Introduction

1.1 Background

The GSA's Public Buildings Service (PBS) Office of Real Property Utilization and Disposal (PTZ) supports GSA's efforts to fulfill its responsibilities as the Federal disposal agent by promoting sound asset management for the utilization and disposal of real property. Environmental and historic statutes significantly affect the utilization and disposal of Federal real property. To promote national consistency and share best practices, PTZ established an internal Environmental Team comprised of associates from both its regional offices and Central Office. This Team develops and disseminates customer-focused fact sheets and implementing policy and guidance. It also provides both internal and external environmental training. The Environmental Team additionally supports specific realty services and regulatory outreach, with particular emphasis placed on supporting transactions of historically significant and contaminated real property.

PTZ has a single-award national Blanket Purchase Agreement (BPA) off of the GSA 899-1 schedule for environmental services in place since March 2008. The scope of that contract has been for (1) program assistance for the PTZ national Environmental Team and (2) site-specific environmental and historic property transaction support to assist the PTZ Zonal Offices and customer landholding agencies. AMEC Engineering has been the BPA Holder since March 2008. Due to the time needed to compete and award the subject BPA described within, the current BPA with AMEC Engineering has been extended until June 30, 2013.

1.2 Objective

The two-fold purpose of this action is to (1) obtain program assistance for the national Environmental Team and (2) provide environmental and historic support to PTZ regional realty transactions. The contractor will assist the Environmental Team with developing and disseminating environmental fact sheets, policy and guidance, and internal and external customer training specific to the utilization and disposal of federal real property. The Contractor will also be responsible for supporting the Environmental Team's Brownfield initiatives and PTZ's historic light station divestiture program. Furthermore, the Contractor will be providing property-specific transaction support to the Real

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Property Utilization and Disposal zonal offices. This transactional support will assist PTZ and its customer landholding agencies complying with the specific environmental and historic laws, regulation and executive orders affecting federal real property utilization and disposal. It will also enable PTZ to acquire the necessary information on a given property to support outreach to environmental regulatory agencies, other public stakeholders, and the marketplace.

2.0 Scope of Work, Requirements, and Tasks

The purpose of this Statement of Work (SOW) is to obtain contractor support for National Environmental Support Services on the behalf of the General Services Administration (GSA) Public Buildings Service (PBS), and the Office of Real Property Utilization and Disposal (PTZ). BPA Holder(s) shall deliver services in accordance with their Environmental Support Schedule 899-1. All offerors for this BPA must have an active contract with GSA under the GSA 899-1 Schedule.

This BPA will be established with at least one (1) but no more than three (3) firms. The offerors selected for this BPA will come off of the 899-1 Schedule.

The BPA will include one base year and four option years that will each have an annual ceiling of \$2, 380, 000. This is a maximum annual order limitation for the base year and each option year. It does not guarantee a certain threshold of work under this BPA. Specific BPA Calls will be dependent upon property needs, specific customer needs and objectives, availability of funds, and PTZ Zonal Office decisions. There is no workload guarantee to the BPA Holder(s).

CLIN 001: *Environmental Team and Brownfields Support*

The contractor shall, at the specific direction of the COR, support the ongoing operations of the PTZ Environmental Team through the tasks listed below that are specific to PTZ's unique role in federal real property utilization and disposal:

- Draft internal and external policy and guidance with Team input, including memorandums, internal guidance documents, informational fact sheets, and brochures.
- Develop environmental training modules, along with interrelated real property modules.
- Compile materials for training for Real Property Utilization and Disposal project managers and stakeholders.
- Develop case studies specific to environmental and historic considerations in real property utilization and disposal.
- Support program initiatives for the National Historic Lighthouse Preservation Act, an amendment to the National Historic Preservation Act, and other PTZ historic property initiatives.

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- Present work products in an electronic format--predominantly through Microsoft Publisher and later as a PDF-- for uploading onto GSA websites including the current environmental module located at <https://rc.gsa.gov/ResourceCenter>, PTZ's internal real property database system (*RediForce*), as well as the Office of General Counsel's Environmental Law intranet site. As directed, ensure that work products are Section 508 Compliant.
- Develop strategies for environmental information outreach and development;
- Develop Memorandums of Agreement (MOAs) and Memorandums of Understanding (MOUs) to support environmental or historic program goals;
- Facilitate six conference calls and two team meetings annually. As directed, develop meeting materials and submit draft meeting minutes within two weeks of meeting completion.
- Provide 10 monthly updates of on-going Team deliverables and status of action items.
- Provide environmental guidance on specific properties using existing environmental information.

CLIN 002: *Transaction Support—Environmental and Realty Services*

In addition to the tasks above, PTZ desires property-specific transaction support in order to support its core mission. The Contractor shall be able to demonstrate proven experience and expertise in order to complete the tasks below as needed.

- **Real Property Due Diligence including ASTM Phase I and Phase II Environmental Site Assessments**

Provide the necessary information about a property's conditions in order to meet PTZ and its customer agency needs. ASTM provides the industry standard for the assessment of the environmental condition of property. GSA relies on the most current ASTM standards for Phase I and Phase II Environmental Site Assessments. Other studies may also be necessary in order to acquire needed information about a property on specific environmental concerns. Since each property is unique, Scopes of Work for these tasks are developed on a site-specific basis and may require consultation with regulatory agencies and other stakeholders.

- **Independent Review and Analysis of Regulatory Standards**

This includes, but is not limited to, the review and analysis of regulatory standards as they apply to a specific property and, as applicable, its potential reuse scenarios in order to determine the best course of action given the known contamination, data available and regulatory requirements.

- **Independent Review and Analysis of Environmental Characterization , Environmental Remediation Plans, Scopes of Work (SOW), or other Environmental Reports**

This analysis may support the following objectives: confirm that the data supplied by third parties is accurate, determine if the costs to cure are accurate, assess whether the information or proposed plan meets regulatory standards, and analyze whether the information or contract will facilitate information needs for property disposal.

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- **Analysis, Review and Development of Costs for Necessary Characterization and/or Remediation**

This includes, but is not limited to, the following activities: review and comment upon existing Government estimates of characterization and/or remediation, identify data gaps in developing firm estimates, develop characterization and/or remediation estimates based upon property data, and, in a negotiated sale, review purchaser remediation assumptions and estimated cost to cure and assist in negotiation of remediation costs.

- **Documentation for Compliance with CERCLA Section 120(h)(3)**

This includes, but is not limited to, the development of information necessary for compliance with the various means of compliance with CERCLA Section 120(h), as described in the PTZ Fact Sheet on CERCLA 120(h).

- **Development of Scopes of Work (SOWs) for acquiring services relating to compliance with the National Environmental Policy Act (NEPA), National Historic Preservation Act (NHPA), Comprehensive Environmental Response, Compensation and Liability Act (CERCLA), and other statutory obligations**

Develop the necessary SOWs for PTZ and its customer agencies to use for acquiring information needed to comply with specific environmental and historic laws, regulations, and Executive Orders and/or to acquire information necessary to satisfy market needs.

Provide Analysis of Environmental Insurance Policies, Payment and Performance Bonds, and Other Available Financial Assurances

- **Historic and Cultural Resources Studies**

This includes, but is not limited to, Phase I and Phase II Cultural Resources Assessments, Phase I and Phase II Archaeological Assessments, and specific historic properties documentation.

- **Natural Resources Studies**

This includes, but is not limited to, studies identifying wetlands, threatened and endangered species and critical habitat.

- **Documentation for NEPA Compliance**

GSA's NEPA Desk Guide comprises GSA's Implementing NEPA Guidance.

3.0 Labor Requirements

3.1 BPA Labor Categories and Descriptions

Below is a list of labor categories required for this BPA. The Contractor shall include proposed labor rates for these specific labor categories, for the base year and four option years, as tied to the Contractor's existing contract with GSA under the Federal Acquisition Service 899-1 Schedule: BPA Holder(s) may use any of their GSA Schedule 899-1 labor categories to represent more

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than one of the BPA labor categories, as long as the labor category is capable of performing the duties described and fulfills the requirements.

3.1.1 Senior Program Adviser

General Description

- This position may include the following duties: provide strategic direction to PTZ's environmental services, assist with environmental training and customer engagement, support specific BPA Calls as needed.

3.1.2 Principal Program Manager

General Description

- This position involves managing the BPA, regular interface with the Contracting Officer's Representative, addressing specific issues on BPA Calls, as needed assisting PTZ with the direction of its environmental service offering and overseeing specific BPA Calls.

3.1.3 Deputy Program Manager

General Description

- This position involves assisting the Principal Program Manager with managing the contract, addressing specific issues on BPA Calls, and overseeing specific BPA Calls.

3.1.4 Junior Project Manager

General Description

- This position includes assisting with the management of specific BPA Calls.

3.1.5 Project Director for Quality Assurance/ Quality Control

General Description

- This position requires the oversight of the quality of deliverables for specific BPA Calls.

3.1.6 Senior Environmental Engineer

General Description

- This position will be utilized in specific BPA Calls requiring engineering oversight and project management. Such BPA Calls may include Phase I and Phase II Environmental Site Assessments as well as other types of characterization, review of additional environmental studies and development of cleanup cost estimates, and analysis of regulatory requirements for a given property.

3.1.7 Junior Environmental Engineer

General Description

- This position will be utilized in specific BPA Calls including Phase I and Phase II Environmental Site Assessments as well as other types of environmental characterization, review of additional environmental studies and development of cleanup cost estimates, and analysis of regulatory requirements for a given property.

3.1.8 Senior Civil Engineer, Structural Engineer, and Mechanical Engineer

General Description

- Specific engineering disciplines may be needed for unique BPA Calls related to environmental characterization, cleanup analysis, or NEPA studies.

3.1.9 Junior Civil Engineer, Structural Engineer, and Mechanical Engineer

General Description

- Specific engineering disciplines may be needed for unique BPA Calls related to environmental characterization, cleanup analysis, or NEPA studies.

3.1.10 Senior Geologist

General Description

- A Senior Geologist may be utilized in specific BPA Calls including Phase I and Phase II Environmental Site Assessments as well as other types of environmental characterization, review of additional environmental studies and development of cleanup cost estimates, analysis of regulatory requirements for a given property, and NEPA studies.

3.1.11 Junior Geologist

General Description

- A Junior Geologist may be utilized in specific BPA Calls including Phase I and Phase II Environmental Site Assessments as well as other types of environmental characterization, review of additional environmental studies and development of cleanup cost estimates, analysis of regulatory requirements for a given property, and NEPA studies.

3.1.12 Senior Hydrogeologist

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General Description

- A Senior Hydrogeologist may be utilized in specific BPA Calls including Phase I and Phase II Environmental Site Assessments as well as other types of environmental characterization necessitating hydrogeology expertise, review of additional environmental studies and development of cleanup cost estimates, wetlands and floodplains analysis, analysis of regulatory requirements for a given property, and NEPA studies.

3.1.13 Junior Hydrogeologist

General Description

- A Junior Hydrogeologist may be utilized in specific BPA Calls including Phase I and Phase II Environmental Site Assessments as well as other types of environmental characterization necessitating hydrogeology expertise, review of additional environmental studies and development of cleanup cost estimates, analysis of regulatory requirements for a given property, wetlands and floodplains analysis, and NEPA studies.

3.1.14 Senior Environmental Scientist

General Description

- This position may be utilized in specific BPA Calls requiring environmental science, oversight or specific project management. Such BPA Calls may include Phase I and Phase II Environmental Site Assessments as well as other types of characterization, review of additional environmental studies and development of cleanup cost estimates, review of endangered species and sensitive ecosystems, analysis of regulatory requirements for a given property, and NEPA studies.

3.1.15 Junior Environmental Scientist

General Description

- This position may be utilized in specific BPA Calls including Phase I and Phase II Environmental Site Assessments as well as other types of characterization, review of additional environmental studies and development of cleanup cost estimates, review of endangered species and sensitive ecosystems, analysis of regulatory requirements for a given property, and NEPA studies.

3.1.16 Real Estate Specialist

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General Description

- This position may be utilized in BPA Calls requiring the analysis of a given property or real estate market in light of environmental requirements for that property.

3.1.17 Senior Urban Planner

General Description

- A Senior Urban Planner may be utilized in BPA Calls requiring urban planning expertise. This is especially important with BPA Calls for NEPA Environmental Assessments and Environmental Impact Statements.

3.1.18 Junior Urban Planner

General Description

- A Junior Urban Planner may be utilized in BPA Calls requiring urban planning expertise such as NEPA Environmental Assessments and Environmental Impact Statements

3.1.19 Senior Transportation Planner

General Description

- A Senior Transportation Planner may be utilized in BPA Calls requiring transportation planning expertise including BPA Calls for NEPA Environmental Assessments and Environmental Impact Statements.

3.1.20 Junior Transportation Planner

General Description

- A Junior Transportation Planner may be utilized in BPA Calls requiring transportation planning expertise including BPA Calls for NEPA Environmental Assessments and Environmental Impact Statements.

3.1.21 Historian

General Description

- Historic expertise may be utilized in BPA Calls specific to NHPA Section 110 and Section 106 Compliance as well as NEPA Compliance for a given site.

3.1.22 Senior Archaeologist

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General Description

- This position may be utilized in BPA Calls specific to archaeology studies related to NHPA Section 110 and Section 106 Compliance as well as NEPA Compliance for a given site.

3.1.23 Junior Archaeologist

General Description

- This position may be utilized in BPA Calls specific to archaeology studies related to NHPA Section 110 and Section 106 Compliance as well as NEPA Compliance for a given site.

3.1.24 Graphic Artist

General Description

- Graphic artists may be needed in many types of BPA Calls requiring graphics and other picture or layout needs. Specific environmental fact sheets, guidance and training materials will also necessitate the expertise of a graphic artist.

3.1.25 Senior Technical Writer

General Description

- This position may be utilized in BPA Calls requiring specialized technical writing for the BPA Call deliverable. Examples include environmental characterization reports as well as NEPA Environmental Assessments and Environmental Impact Statements.

3.1.26 Junior Technical Writer

General Description

- This position may be utilized in BPA Calls requiring specialized technical writing for the BPA Call deliverable. Examples include environmental characterization reports as well as NEPA Environmental Assessments and Environmental Impact Statements.

3.1.27 Technical Editor

General Description

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- This position may be utilized in BPA Calls requiring specialized editing for the BPA Call deliverable. Examples include environmental characterization reports as well as NEPA Environmental Assessments and Environmental Impact Statements.

3.1.28 Hydrologist

General Description

- A hydrologist may be needed for specific BPA Calls including Phase I and Phase II Environmental Site Assessments as well as other types of environmental characterization necessitating hydrology expertise, review of additional environmental studies and development of cleanup cost estimates as related to impacted hydrology, analysis of regulatory requirements for a given property, wetlands and floodplains analysis, and NEPA studies.

3.1.29 Biologist

General Description

- A biologist may be needed for specific BPA Calls including studies related to Endangered Species Act compliance, other natural resource studies, and specific NEPA Studies.

3.1.30 GIS Specialists

General Description

- This position may be needed for BPA Calls requiring GIS coordinates for specific data including environmental contamination, natural resources information, and historic/cultural resources information. BPA Calls that may use a GIS Specialist include specific NEPA studies, documentation for CERCLA 120(h) compliance, and specific environmental characterization studies.

4.0 BPA Call Procedures

BPA ordering activity shall include firm fixed price or labor hour BPA Calls, as specified in individual BPA Calls. The specific tasks shall be identified in each BPA Call. Individual BPA Calls shall be at the discretion of the Government. The Government also reserves the right to fund tasks in whole or incrementally, as funding becomes available.

For competition of BPA Calls GSA is held to the regulations within FAR 8.405-3(c)(2) and will compete BPA Calls according to the procedures for BPAs.

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4.1 BPA Call Processing

BPA Calls shall be issued as tasks arise in accordance with GSA and its customer agencies' requirements and funding. To initiate the process for any call, the CO shall submit to the BPA Holder(s) a BPA Call Request attached to a specific SOW. This process shall be performed using electronic media (e-mail) as much as possible. BPA Calls shall reference and incorporate the terms and conditions of this BPA.

Within ten (10) business days after receipt of the BPA Call Request, or as specified within the BPA Call Request, the BPA Holder(s) shall provide to the CO or Contract Specialist a task quote via e-mail. The quote shall, at a minimum, have a summary page (technical quote) and project synopsis page (price quote).

The summary page shall contain the following information:

- A list of proposed personnel for each labor category (with education and years of experience identified);
- The number of labor hours by proposed labor category;
- The time-frame and length of time the BPA Call costs cover;
- Subcontractor(s) (if any) proposed for the requirement and which labor categories they will provide services for;
- A milestone chart;
- A brief description of the methodology or procedures that shall be used to perform the required services; and
- BPA Call Order POC (to include name, telephone number, and email address)
- When applicable, include a detailed response to the Statement of Work (i.e. a technical quote).

The project synopsis page shall include the following information:

- The number of labor hours or fixed price by labor category per each task;
- Labor Categories and pricing negotiated in the BPA (Price Quote);
- Separate Line Item(s) for Direct Costs;
- Separate Line Item(s) for Other Direct Costs (ODCs);
- Separate Line Item for Travel Expenses;
- A description of any additional information required; and
- Any assumptions or questions concerning the SOW.

Some BPA Calls will require a detailed narrative technical proposal in addition to the above information. The BPA Holder(s) would be requested to explain their technical approach to addressing the Call need. This would be outlined in a given BPA Call.

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The BPA Holder(s) may also be required to provide a resume for all proposed personnel to the Government PM in the defined BPA Call format, via e-mail for consideration of the skills and verification of proposed labor categories. Such requests will be defined in each individual BPA Call.

5.0 Deliverables

Each project BPA Call will provide the details or requirements for deliverables including, location, frequency, schedule, quantity, and applicable performance measures or standards. All deliverables will become the property of the GSA, PBS and Office of Real Property Utilization and Disposal under this BPA and any BPA Call, as appropriate. Contractors may only mark deliverables as proprietary upon agreement of GSA.

Specific deliverables will be identified in each BPA Call. Most BPA Calls will require the submission of a draft deliverable for comment prior to final submission. Deliverables will also be provided electronically to the designated Contracting Officer's Representative and, as directed, to any designated regional Project Manager. All deliverables under this BPA become Government property and are able to be publically released under the Freedom of Information Act (FOIA), unless the BPA Holder(s) marks them proprietary and the Government concurs.

All deliverables will be provided to the following office mailing address:

General Services Administration
Office of Real Property Utilization and Disposal
1800 F Street NW,
Washington, DC 20405

In addition, the BPA Holder(s) shall provide a quarterly summary to the COR that outlines the status of all BPA Calls awarded within that quarter and all contract periods prior to that specific quarter. This summary shall include a listing of all awarded task orders under the BPA, the status of all deliverables associated with the BPA, and payment(s) received under the BPA.

6.0 Place and Period of Performance

The National Environmental Support Services BPA shall be a firm-fixed price established for five (5) years. The period of performance is anticipated to begin June 17, 2013 and continue until June 16, 2018; however the Government, at the conclusion of the BPA's procurement, shall determine the BPA'S final period of performance based on the actual procurement time.

As per FAR 8.405-3(d)(3), the BPA may be established with contractors even if the BPA extends beyond the Contractors' current term of their GSA Schedule Contract, so long as there are option periods in the Contractors' GSA Schedule Contract that, if exercised, will cover this BPA's total period of performance. The BPA Holder(s) shall have an active GSA Schedule 899-1 at the time of award. If the BPA Holder(s) GSA Schedule 899-1 contract is in the renewal process or will need renewal before June 17, 2013, proof of renewal submission processing must be submitted. At any time, if the BPA Holder's GSA Schedule 899-1 contract is cancelled or not renewed, the BPA will be cancelled at the end of any current BPA Call period and no modifications to existing calls will be allowed. BPAs will be reviewed per FAR 8.405-3(e) each year.

The work will be primarily performed at the contractor's location. It is strongly preferred that the contractor has a Washington, DC presence in order to work closely with the PTZ Central Office. However, work will also be performed at various locations throughout the United States in support of regional transactions. The contractor will be reimbursed for all requisite travel.

The BPA will be established for a period of five (5) years. The anticipated period of performance shall be as follows, provided that all option years are awarded:

Base Year:	June 17, 2013 to June 16, 2014
Option Year 1:	June 17, 2014 to June 16, 2015
Option Year 2:	June 17, 2015 to June 16, 2016
Option Year 3:	June 17, 2016 to June 16, 2017
Option Year 4:	June 17, 2017 to June 16, 2018

6.1 Phase-In/ Phase-Out Overview

The Phase-In/Phase-Out process is defined as a smooth transition from one Contractor to another, in order to maintain the program's integrity required under this and the previous agreements.

Between the anticipated award date and the start date of the BPA Calls, a kick-off meeting shall occur to ensure the new BPA Holder(s) has sufficient information and understanding of BPA Call procedures. PTZ will also acquire any necessary information from the incumbent contractor needed for the new BPA Holder(s).

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7.0 Travel

If travel is required based on individual BPA Calls, the Government will negotiate travel expenses and authorize the travel in writing prior to the occurrence of travel. All travel must be pre-approved by the appropriate COR. The Government will reimburse BPA Holder(s) for all travel expenses in accordance with the Federal Travel Regulations. Travel expenses shall be submitted on an incidental basis.

Local travel is not reimbursable. Local travel shall be considered within fifty (50) miles of the GSA Headquarters and within fifty (50) miles from each regional office buildings.

8.0 Government Furnished Equipment (GFE)/ Government Furnished Information (GFI)

The use of GFE is only anticipated when the project requires the contractor's personnel to be onsite at GSA. The contractor will have use of and access to all office equipment necessary to perform the work, including but not limited to desk space, copiers, printers, fax machines and scanners. Otherwise, GSA will not provide computers (either desk-top or laptop), cell phones, Blackberries or other PDA-type devices. The contractor will need to provide its personnel assigned to the project(s) with portable office equipment such as a laptop computer with Internet access, Microsoft Office or similar that's compatible with and can easily interface with software used in GSA/PBS/PTZ .

GSA will facilitate Contractor personnel access to Government data and information necessary to perform the work. Such data and information may include drawings, photographs, shop drawings, records, files and Government database access. GSA will arrange Contractor access to facilities and coordinate escorts, if required.

In some instances, Contractor personnel will be required to sign Non-Disclosure Agreements or similar. HSPD-12 clearance is mandatory. If the contractor does not have HSPD-12 clearance, work will be performed at the contractor's work-site or other alternate site that must be arranged and paid for by the contractor, until clearance is obtained.

If the BPA Holder(s) is requested to work on-site, the government shall furnish access to the necessary building and office space to perform the required services. The BPA Holder(s) shall furnish his own computer, phone, and other equipment necessary to perform the task efficiently.

GSA will provide the BPA Holder(s) with the necessary references, guidelines, handbooks, and data that is required to complete the assigned tasks. The BPA Holder(s) must become familiar with and use the applicable versions/revisions in effect. The BPA Holder(s) is required to comply with the standards, policies, and procedures set forth in all such references. GSA will

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retain rights to all data provided to the BPA Holder(s) and developed by the contractor under the BPA.

9.0 Security

The BPA Holder(s) shall comply with GSA administrative, physical, and technical security controls to ensure that all Government's security requirements are met. In addition, all BPA Holder(s) personnel shall adhere to the GSA PBS's rules and regulations. The BPA Holder(s) is responsible for addressing any issues or concerns raised by PBS within a one week turn around.

9.1 Homeland Security Presidential Directive (HSPD-12) and Background Investigations Requirements

For any Contractor personnel performing work under this SOW who shall require access to GSA IT applications, systems, or data, the Contractor(s) shall comply with the Homeland Security Presidential Directive-12 (HSPD-12) security clearance process. This means first obtaining a fingerprint clearance, which typically takes 3-4 weeks. At that point, the Authorizing Official (AO) can grant limited access on a case by case basis. Next, a preliminary favorable adjudication of their National Agency Check with Inquiries (NACI) clearance level shall be received. This process can take 1 to 2 months. Only when a full NACI adjudication is received shall full access be granted. This process usually takes four (4) to eight (8) months, though it could take as many as 12 months.

The BPA Holder(s) shall submit the necessary paperwork to conduct a National Agency Check with Inquiries (NACI) background investigation for each proposed personnel prior to working on the contract. Contractor(s) shall not be granted access to a GSA facility or to any GSA IT system prior to a favorable response to the fingerprint portion of this background investigation. An individual Contractor's failure to return satisfactory results from the background investigation shall result in immediate removal of that Contractor.

Higher levels of clearance shall also be required depending on the level of trust required to perform specific duties or perform a specific task. For any Contractor who shall have access to Sensitive but Unclassified (SBU), Financial Transactions, Personally Identifiable Information (PII), or any data that is deemed to require a higher level of trust, a Minimum Background Investigation (MBI) shall be required.

The BPA Holder(s) shall be required to fund their employees' security clearance and background investigation processes; the Government will not provide funding for these requirements.

9.2 Privacy Act

Work on this BPA will require personnel to have access to Privacy Information. Personnel shall adhere to the Privacy Act, Title 5 of the U.S. Code, Section 552a and applicable agency rules and regulations.

9.3 Protection of Information

The BPA Holder(s) shall be responsible for properly protecting all information used, gathered, or developed as a result of work under the contract. In addition, the BPA Holder(s) shall protect all government data, equipment, or information by treating the material as sensitive. SBU information, data, and/or equipment shall only be disclosed to authorize personnel. The BPA Holder(s) shall ensure that appropriate administrative, technical, and physical safeguards are established to ensure the security and confidentiality of this information, data, and/or equipment is properly protected. When no longer required, this information, data, and/or equipment shall be returned to Government control, destroyed, or held until otherwise directed. Items returned to the Government will be hand carried or mailed to the COR using certified mail. The Contractor shall destroy unneeded items by burning, shredding, or any other method that precludes the reconstruction of the material.

9.4 Non-Disclosure Agreements

If determined to be required by the CO, BPA Holder(s), and their personnel shall be required to sign non-disclosure agreements.

9.5 Organizational Conflict of Interest

FAR Subpart 9.5, Organizational Conflicts of Interest, applies. If the CO determines that an offeror may have a potential organizational conflict of interest, then the BPA Holder(s) shall be required to submit a mitigation plan and, if awarded, comply with any procedures put in place to avoid or mitigate conflicts.

10.0 Administration

10.1 GSA Electronic Invoicing

All invoicing shall be done electronically. Password and electronic invoice access shall be obtained through GSA's electronic invoicing website: <http://www.finance.gsa.gov>. Invoices shall be itemized as per the specific line items utilized during that billing period.

Billing and payment shall be accomplished in accordance with this clause. The BPA Holder(s) shall have the invoice certified by the client representative. The Contractor's invoice shall be for no less than one month. The BPA Holder(s) shall invoice only for the

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hours, travel, and/or unique services ordered by GSA and actually used in direct support of the client representative's project. A copy of the Government's document (receiving report) accepting the covered services shall accompany invoices submitted for payment. A copy of the invoice shall be submitted via email to the Government PM, along with the monthly status reports, at the same time that it is submitted for payment. Failure to comply with the procedures outlined above shall result in your payment being delayed.

The BPA Holder(s) shall submit with a GSA Form 1142- Release of Claims with submission of the final invoice at the end of the period of performance. A copy of the form should be sent via email to the Contracting Officer identified in Block 26A of the award document (GSA Form 300) and to the Contract Specialist and Contracting Officer's Representatives identified as the Government POCs in this SOW.

10.2 Delivery Schedule

As identified in each BPA Call, the BPA Holder(s) must prepare and submit an invoice which includes a progress report summarizing completed tasks and the status of deliverables. Each BPA Call will indicate the frequency of invoice submittal and any additional requirements associated with the preparation and submission of invoices, progress reports, and deliverables.

10.3 Inspection and Acceptance

Each BPA Call will indicate the specific requirements for acceptance and delivery of associated deliverables. In the event of rejection of any deliverable, the Contractor shall be so notified in writing by the Government COR or CO, giving the specific reason(s) for the rejection. The BPA Holder(s) shall have ten (10) business days to correct the rejected deliverable and return it to the Government PM. The BPA Holder(s) shall be allowed one (1) resubmission of deliverables.

10.4 Cancellation of Orders

The Government has the right to cancel BPA Calls if the requirement is eliminated, changed, or no longer needed. The Government will notify the BPA Holder(s), in writing thirty (30) calendar days prior to the stop work date.

10.5 Unauthorized Commitment

The Government PM or any other client representative is not authorized to change any of the terms and conditions of the resultant BPA Calls. Changes, if any, shall be made by the CO only.

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10.6 Personal Services

The Government has determined that in order to satisfy the requirements in this SOW the use of a PBS BPA is in the best interest of the Government, economic and other factors considered, and this BPA is not being used to procure personal services prohibited by the Federal Acquisition Regulation (FAR) Part 37.104 titled "Personal Services Contract."

11.0 Government Points of Contact

The contact information for the anticipated Contracting Officer's Representatives (CORs) for this procurement is provided below:

Primary COR:

Tiffany Brevard
Contracting Officer's Representative (COR)
Office of Real Property Utilization and Disposal
1800 F Street, NW
Washington, DC 20405
tiffany.brevard@gsa.gov

Secondary CUR:

Lee Anne GaLanes
Contracting Officer's Representative (COR)
Office of Real Property Utilization and Disposal
1800 F Street, NW
Washington, DC 20405
leeanne.galanes@gsa.gov

Contracting Officer:

Antoinette Lipford
Contracting Officer (CO)
Acquisition Services Divisions
1800 F Street, NW
Washington, DC 20405
angie.lipford@gsa.gov

Request for Quotes

12.0 Requests for Quotes

12.1 Submission of Proposals

Contractors shall prepare and deliver technical and price quotes that shall be evaluated in determining the “best value” quote. **All quotes shall be submitted via e-buy by 3:00 PM, EST, Wednesday, May 22, 2013.**

The price quote shall be a separate volume and attachment from the technical volume. All documents and attachments shall be consolidated into one (1) zip file, if possible. Large email attachments can be delayed during regular business hours. GSA has an attachment size limit of 25 MB. If this is a problem, submit the statement of qualification as multiple emails with small attachments, or with enough time to clear the server delays.

Questions regarding the SOW or RFQ shall be submitted in writing and emailed by **10:00 AM EST on, Wednesday, May 8, 2013,**

To: Erica Pelham, erica.pelham@gsa.gov,

Cc: Antoinette Lipford, angie.lipford@gsa.gov,

Subject: Solicitation GS-00P-13-CY-A-0055 Questions for Environmental Support Services

Responses to all Contractor questions will be posted on e-buy as an amendment to the RFQ. The Government anticipates adding the amendment by **3:00 PM EST on Wednesday, May 15, 2013.**

Clarifications of Offerors’ quotes shall be at the discretion of the CO. Clarifications asked of one (1) Offer or does not require clarifications from all Offerors.

Technical proposals shall be on 8.5 x 11 paper size; font type shall be Times New Roman, size 12 and no more than 20 pages which include no more than 10 pages for the case study response with sample BPA Call price proposal. This page limitation does not include key personnel resumes and past performance information. Key personnel resumes shall comprise no more than 15 pages, and past performance information shall be no more than 4 pages each. All submission documentation shall be reviewed for evaluation purposes provided that they fit within the page limitations and submission guidelines listed.

Offerors must also attach their current 899-1 Schedule contract with GSA, including all contract labor rates.

Offerors who do not abide by the following guidelines shall be eliminated from competition.

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The Offeror is advised that all submissions and related materials become the property of the U.S. Government and will not be returned. The technical and price quotes, if accepted by the Government, will form binding parts of this BPA that results from this RFQ. Therefore care must be taken to properly address the requirements set forth in the RFQ. In the event any conflicts between the Environmental Support Schedule and the quote in the resulting BPA, the Schedule shall govern.

13.0 Methodology to Establish the BPA

The method to establish the BPA will be based on the best value to the government, price and other factors considered. A best value evaluation is, in and of itself, a subjective assessment by the Government of the proposed solution that provides the optimal results to the Government, price and other factors considered. Subjectivity is inherent in the process and is the cornerstone of the source selection decision. In an effort to provide insight to the Contractors as to the decision making process of the Government, the following information is provided.

- BPA evaluations shall be conducted using two factors – Technical and Price. In the evaluation, technical is more significant than price.
- In evaluating the technical quotes, ‘Understanding of SOW/Technical Approach’ is more important than ‘Technical Approach to Case Study’ which is more important than ‘Related Work Experience’ which is more important than ‘Past Performance’ which is equally as important as ‘Key Personnel’ which is more important than ‘Socio-Economic Status’.

The Government will perform a best value analysis in accordance with the above methodology and select the Contractors that provide the best value to the Government.

14.0 Technical Evaluation Factors and Evaluation Methodology

Offerors should prepare responses to the RFQ with separate tabs addressing each of the technical evaluation factors:

Evaluation Factor 1: Understanding of Statement of Work / Technical Approach\Requirements:

Offerors must demonstrate an understanding of the technical and logistical competencies necessary to execute each of the required tasks outlined in the Statement of Work.

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Offerors must explain their firm's capabilities to provide the requested Environmental Team and transactional support services in an efficient and effective manner to support our national program as outlined in Section 2.0. Offerors must demonstrate their understanding of the requested tasks specific to federal real property utilization and disposal. Offerors must include a management plan for completing the tasks outlined in the SOW and proposed strategy for responding to requests for regional transactional support services. The Management Plan shall discuss, in general, the proposed quality control process of the Contractor.

Basis of Evaluation: Offers shall be evaluated to determine the soundness of their technical understanding of the work required specific to PTZ; demonstrated technical and logistical competencies to execute each of the requested CLIN 001 and CLIN 002 subtasks described in the scope of work; strength of their management plan; ability to execute requested BPA Calls; demonstrated understanding and inclusion of industry best practices and federal/state regulatory requirements; and their ability to deliver on BPA Calls within the required timeframes and capacity as needed in the SOW.

Evaluation Factor 2: Samples of Related Work Experience

Requirements: Offerors must provide four (4) samples of related work products that demonstrate their firm's capability to perform the requirements outlined in the Statement of Work. Offerors may submit samples that involve federal or commercial work products demonstrating related work experience.

Two samples must demonstrate the Offeror's competency with tasks outlined in the 'CLIN 001: Environmental Team and Brownfields Support' requirements in Section 2.0 of the SOW. Two samples must demonstrate the Vendor's competency with tasks outlined in the 'CLIN 002: Transactional Support—Environmental and Realty Services' requirements in Section 2.0 of the SOW.

Basis of Evaluation: Offerors' related work experience shall be evaluated on both work product quality as well as how they demonstrate each offeror's competencies in completing the CLIN 001 and 002 tasks.

Evaluation Factor 3: Past Performance

Requirements: Offerors must provide three (3) examples of related past performance projects, similar in size and scope of this SOW, completed during the last three years. All examples must include the name of the related project/contract, location, customer/agency name, description of services, and point of contact to verify the quality of work performed. Offerors must request that points of contact complete and submit the 'Past Performance Questionnaire' directly to the Contracting

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Officer, angie.lipford@gsa.gov and Contract Specialist, erica.pelham@gsa.gov on or before **10:00 AM EST, Monday, May 20, 2013**. GSA reserves the right to contact the points of contact directly to verify the information provided on the past performance questionnaire.

The Contractors shall note that the Government will consider all information available on the Contractors' experience and past performance, such as Government records, industry databases (e.g., Dunn and Bradstreet), and other sources. This shall include information that is in addition to that which is provided by the Contractor.

Basis of Evaluation: Past performance will be evaluated on technical effectiveness, timeliness of performance and management effectiveness.

Evaluation Factor 4: Key Personnel Assigned to Tasks (submit resumes)

Requirements: Offerors must provide resumes for proposed key personnel assigned to perform the requirements outlined in the Statement of Work. Proposals must indicate the labor category associated with each proposed key staff member.

The skill level and qualifications of the key BPA Holder(s) personnel shall be maintained through completion of the BPA and be responsible for all activity under this BPA and the resulting completion of each BPA call. Proposed changes of key personnel shall be provided in writing to the CO and COR for approval 30 days prior to implementation.

Basis of Evaluation: Key personnel will be evaluated based on experience, competencies, and overall qualification to provide the work requested under CLIN 001 and 002.

Evaluation Factor 5: Technical Responses to Sample BPA Call/Case Study Questions

Requirements: Offerors must prepare a technical response, including no more than 10 - pages, to the case study provided in the solicitation. Offerors must prepare responses to each case study question demonstrating an understanding of the related environmental and historic preservation topics.

Basis of Evaluation: The sample BPA Call/Case Study, while fictitious, reflects the types of environmental and historic considerations PTZ faces in the disposition of complex federal real estate. The case study responses will be evaluated on how well each offeror demonstrates knowledge, understanding, capabilities and experience when addressing the technical issues presented in the questions related to the case study.

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Offerors will also be evaluated based on the hypothetical price quote requested in the sample BPA Call/Case Study as a demonstration of the firm's level of effort necessary to provide transactional support services associated with the Sample BPA Call/Case Study.

Evaluation Factor 6: Socio-Economic Status

Requirements: Offerors must identify the business size of the prime contractor and any teaming partners, if applicable, based on the socioeconomic status (e.g., woman-owned, veteran-owned, HUB Zone) in your GSA Schedule. Offerors must clearly identify the percentage of work, based on the cost of contract performance to be performed by each partnering team member.

Basis of Evaluation: All BPA Holders, small businesses and large businesses, are required to perform 50% or more of the work under this BPA in order to be the "prime." The terms Subcontractor and Teaming Partner are not interchangeable in this SOW. Teaming Arrangements or Subcontracting Agreements are encouraged as Offerors shall be able to perform work in all tasks outlined in Section 2.0. Offerors will be evaluated on how they will afford small and disadvantaged businesses opportunities if awarded this BPA.

15.0 PRICE EVALUATION AND EVALUATION METHODOLOGY.

Price quotes must be provided in a separate outline and address the following evaluation criteria:

Requirements: Price quotes should provide fixed labor hour rates per the BPA labor categories and descriptions offered in section 3.0 of this SOW. Every labor category in section 3.0 is a requirement for this BPA and shall have a corresponding labor category and price on the Contractor(s)'s current GSA Schedule 899-1 Contract. Contractor(s) may use any of their GSA Schedule 899-1 labor categories to represent more than one of the BPA labor categories, as long as the labor category is capable of performing the duties described and fulfills the requirements.

Contractors are to propose pricing for the labor categories by fixed price per year. Contractors have discretion to include any annual price escalations on each year's proposed fixed prices. The Government will evaluate all proposed fixed prices. GSA will verify all rates are in accordance with the accepted GSA Schedule rates. The final acceptable rate will be incorporated into the BPA.

Contractors shall only propose labor categories and rates that are on the Prime Contractor's existing GSA Schedule 899-1 Contract or, if using CTAs--Contractor Teaming Arrangements (not Subcontracting Agreements)--the labor categories and rates from the Teaming Partner(s)'s GSA Schedule 899-1 Contract. However, each quote shall submit one set of pricing for the BPA. This may be a combination of the best pricing from all CTA partners' Schedule 899-1 Contracts. GSA will not accept multiple pricing submissions for a labor category.

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Prices shall be fixed for the duration of the BPA. GSA seeks additional discounts from GSA Schedule 899-1 rates. Contractors shall submit pricing for each BPA labor category delineated by year, as outlined in the attached Labor Category Table. The template shall be completed in Excel and submitted as an Excel document as part of the Contractor's Price Quote.

Basis of Evaluation: The Contractors' hourly rates for all BPA labor categories shall be evaluated and compared, including any discounts offered by Contractors off of their GSA Schedule 899-1 pricing, for best value to the Government. The Government is not utilizing an evaluation formula that applies hours to the different labor categories in order to arrive at a formulated total evaluation price. Hourly rates for all labor categories will be evaluated for the best value to the Government. Offerors will also be evaluated based on the hypothetical price quote requested in the sample BPA Call/Case Study as a demonstration of the firm's level of effort necessary to provide transactional support services associated with the Sample BPA Call/Case Study.